

Part 1 – Drawing Management Administrative Procedures

Chapter 2

ASSIGNMENT OF DRAWING NUMBERS

1. **Project Numbers.** Assignment of a Project number is required to identify drawings and facilitate drawing management operations (see [Part 1, Appendix B](#)). Requests for new Project numbers should be made to the Reclamation Drawing Manager and must include justification for the creation of a new Project Number. Justification includes citations of Congressional or legislative authority that funding has been approved and provided for the new Project, along with the officially designated name of the new Project and specific details of the new Project if available, i.e. components of the new Project such as facilities or conveyance systems.
2. An officially assigned Project number applies to all features and/or structures within a Project, regardless of development status i.e., investigations, construction, rehabilitation and betterment, operation and maintenance, or modifications, unless the Project has been so named and funded. For example: Project Number 43 is the Lower Rio Grande Project; Project Number 826 is the Lower Rio Grande Rehabilitation Project.
3. **Station Numbers.** Assignment of a station number identifies the originating office, the office of responsibility, and the physical location of the drawing. When an office is closed or consolidated, the station number shall not be reassigned to another office. The office designated to take over the activities of the closed office will use their assigned station number for new drawings and should not continue using the station number of the closed office.

New station numbers are assigned by the Drawing Management Team (84-21300).
4. **Sequence Numbers.** Assignment of a permanent drawing sequence number occurs within eDRAWS. Every drawing prepared by or for Reclamation must be assigned a unique sequence number.
5. **Temporary Numbers.** Temporary numbers may be used during drawing creation and internal review, however, prior to approval, the drawing must be assigned a permanent drawing number within eDRAWS. All new Reclamation drawings must have a unique, permanent number and include all required approvals to be considered an official record drawing. Legacy drawings that do not include the required approvals will be evaluated on a case by case basis by the Regional Drawing Manager for inclusion as an official drawing record.
6. **Overlay Letters.** Overlays are obsolete and no longer used for new drawings.

7. **Renumbering.** When drawings with duplicate numbers, obsolete numbers, or numbering schemes are renumbered, the drawing is superseded and a superseded block shall appear above the title block and must remain on the drawing throughout the life of the drawing (see [Part 2, Drafting Standards, figure 7](#)).

Any office that desires to change drawing numbers must coordinate efforts with the originating office. If the originating office has been closed or transferred to a different area of operation, the office acquiring the drawings may renumber them when necessary.